EDUCATIONAL SERVICES

Web

Access

User

Manual

GENESIS STUDENT INFORMATION SYSTEM

WEB ACCESS

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Please Note: This is a district wide user manual; not all features listed will be available for all schools.

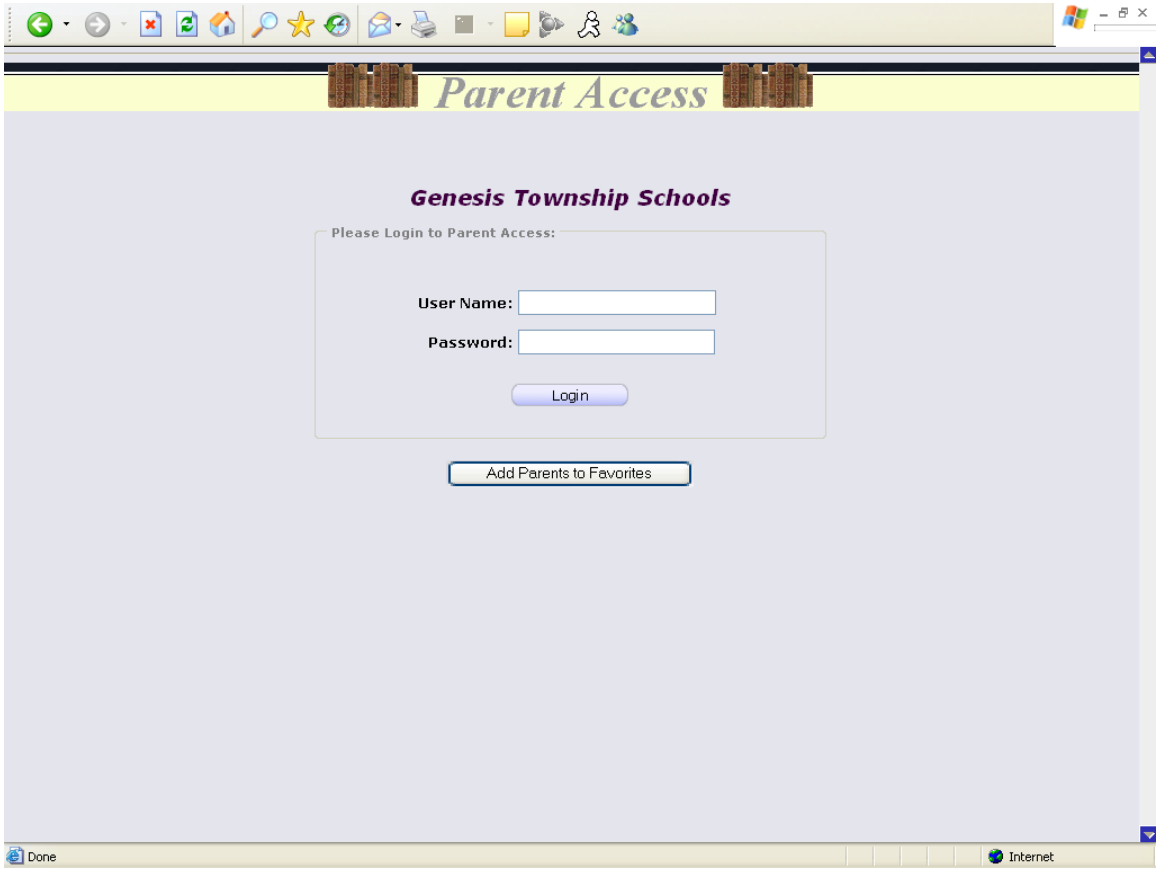
Introduction

The Genesis Parent Web Access tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you ***may*** have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards
- Your child or children's daily attendance record
- Teacher Gradebook assignments and assignment grades for your child or children.
- Letters sent to you regarding your child:
    - General Purpose letters
    - Attendance Letters
    - Discipline Letters
    - Scheduling Letters
    - Fines/Fees Letters
- Documents that have been uploaded for your students.

The rest of this manual will guide you through all of the screens which may be available to you and how to use them. Please be aware that you may not see every screen for every one of your students (if you have more than one student in the school district).
The school district chooses which screens can be made available. Screens may not be displayed if they do not apply to your student.

I. Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

1. Go to the Web Access URL supplied with your district welcome packet.
2. Enter your Email Address in the '**Username'** field
3. Enter your Web Access password in the '**Password'** field.
4. Click the '**Login**' button

Logging In for the First Time

The very first time you login you will be required to change your password.

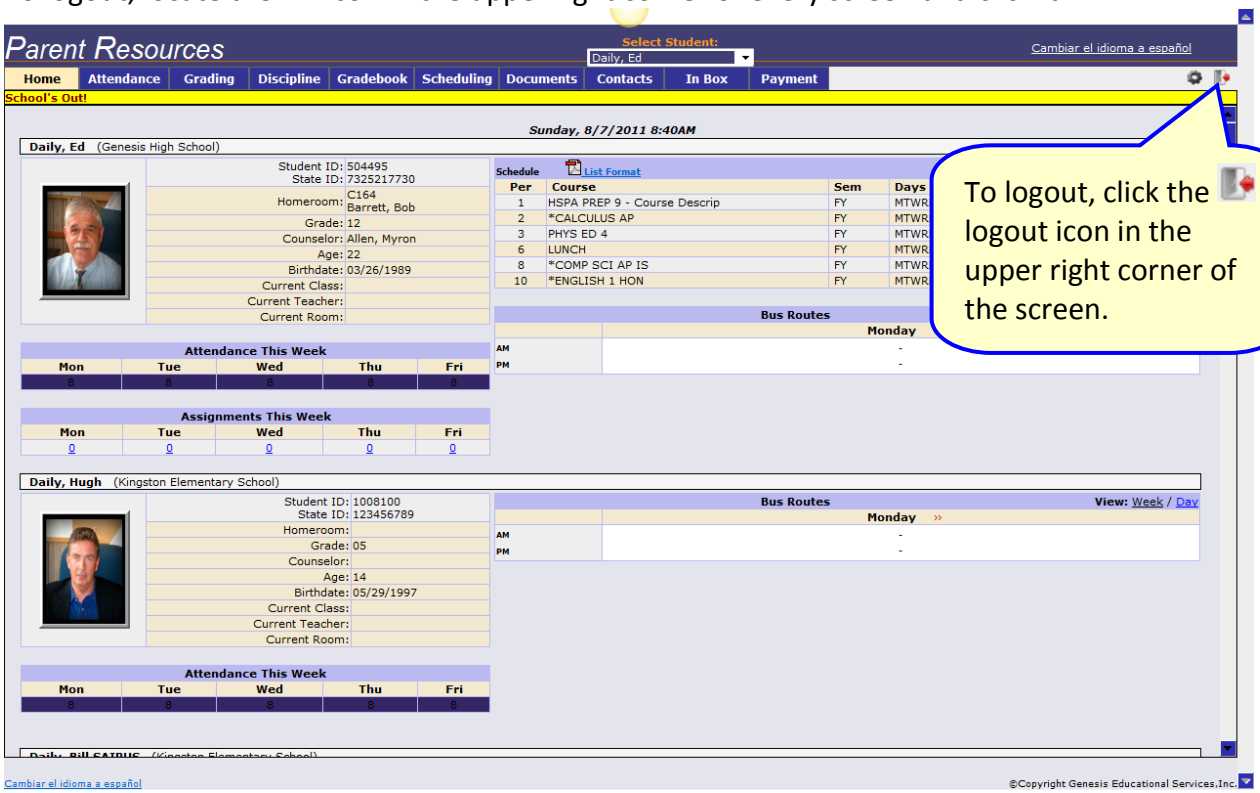
What if I forget my password?

If you forget your password, you must contact your school or district office. You should receive information on where to call with your district packet. You will be given a new randomly generated password. The new password maybe mailed to your email account. The first time you login with your new password, you will be required to change it.

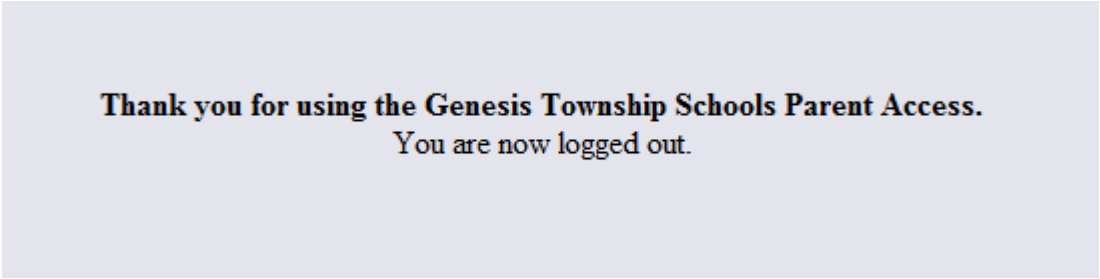
Logging Out

It is important to log out of Genesis Web Access properly: It is important to log out of all web applications properly.

To logout, locate the icon in the upper right corner of every screen and click it:



When you click the logout icon you are immediately logged out:

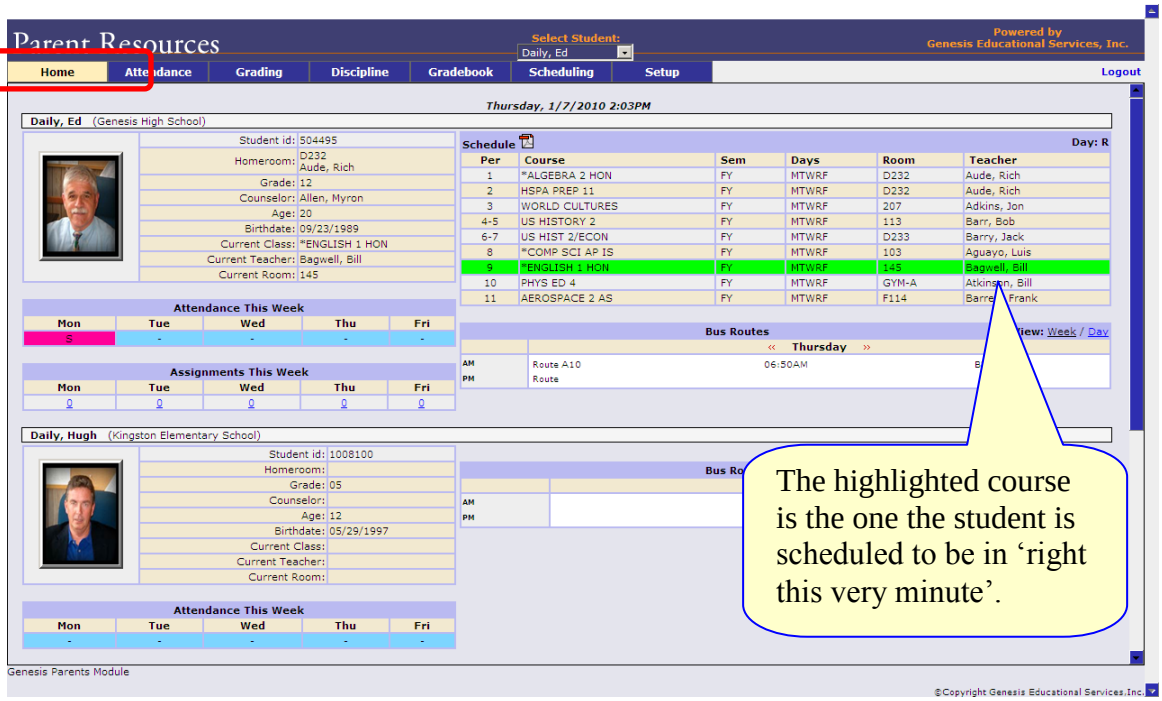


Why log out? Why not just close or "nuke" the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information. This applies not only to Genesis, but to every Internet/Web application you use.

II. Student Summary Dashboard Screen

A. *Your "HOME" Screen - The Student Dashboard*


Parent Resources
Select Student:
Daily, Ed
Powered by Genesis Educational Services, Inc.
Home
Attendance
Grading
Discipline
Gradebook
Scheduling
Setup
Logout
Thursday, 1/7/2010 2:03PM
Daily, Ed (Genesis High School)
Student id: 504495
Homeroom: D232 Aude, Rich
Grade: 12
Counselor: Allen, Myron
Age: 20
Birthdate: 09/23/1989
Current Class: *ENGLISH 1 HON
Current Teacher: Bagwell, Bill
Current Room: 145
Schedule
Day: R
Per | Course | Sem | Days | Room | Teacher
1 | *ALGEBRA 2 HON | FY | MTWRF | D232 | Aude, Rich
2 | HSPA PREP 11 | FY | MTWRF | D232 | Aude, Rich
3 | WORLD CULTURES | FY | MTWRF | 207 | Adkins, Jon
4-5 | US HISTORY 2 | FY | MTWRF | 113 | Barr, Bob
6-7 | US HIST 2/ECON | FY | MTWRF | D233 | Barry, Jack
8 | *COMP SCI AP IS | FY | MTWRF | 103 | Aguayo, Luis
9 | *ENGLISH 1 HON | FY | MTWRF | 145 | Bagwell, Bill
10 | PHYS ED 4 | FY | MTWRF | GYM-A | Atkinson, Bill
11 | AEROSPACE 2 AS | FY | MTWRF | F114 | Barre Frank
Attendance This Week
Mon | Tue | Wed | Thu | Fri
S | - | - | - | -
Assignments This Week
Mon | Tue | Wed | Thu | Fri
0 | 0 | 0 | 0 | 0
Bus Routes
Thursday
AM Route A10 06:50AM
PM Route
Daily, Hugh (Kingston Elementary School)
Student id: 1008100
Homeroom:
Grade: 05
Counselor:
Age: 12
Birthdate: 05/29/1997
Current Class:
Current Teacher:
Current Room:
Attendance This Week
Mon | Tue | Wed | Thu | Fri
- | - | - | - | -
The highlighted course is the one the student is scheduled to be in 'right this very minute'.
Genesis Parents Module
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Genesis Parent Access "Home" – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is Web Access "Home". This is the Student Dashboard screen. You will see a 'dashboard' for every student linked to your login.

Each student's 'dashboard' contains the following information:

- Basic information about the student: **student id**, **homeroom**, **grade**, **age**. If you are viewing the screen during the school day, you will also see information about the class your student is in 'right now': **current class**, **current teacher** and **current room.**
- Your student's schedule. The class the student is in 'right now' is highlighted in green.
- The student's attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day
- Optionally, the student's bus assignments will be displayed.

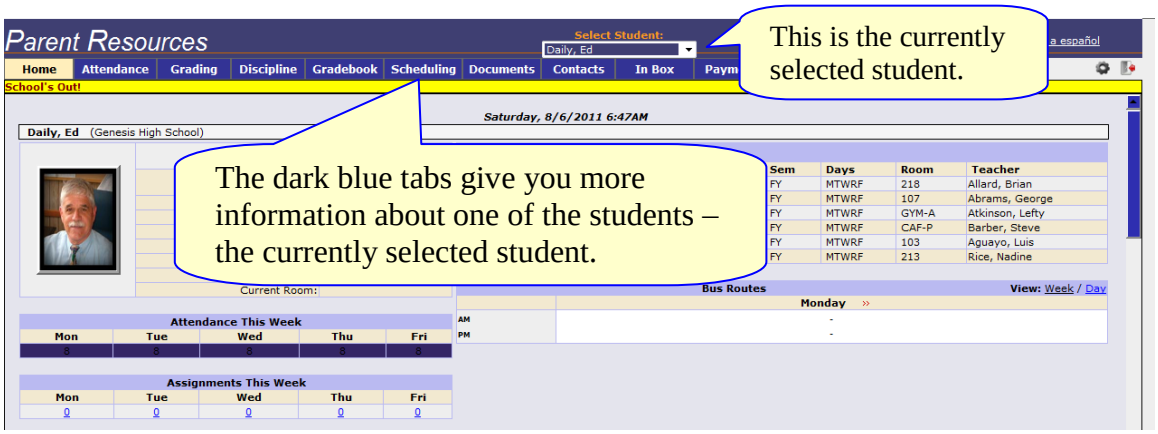
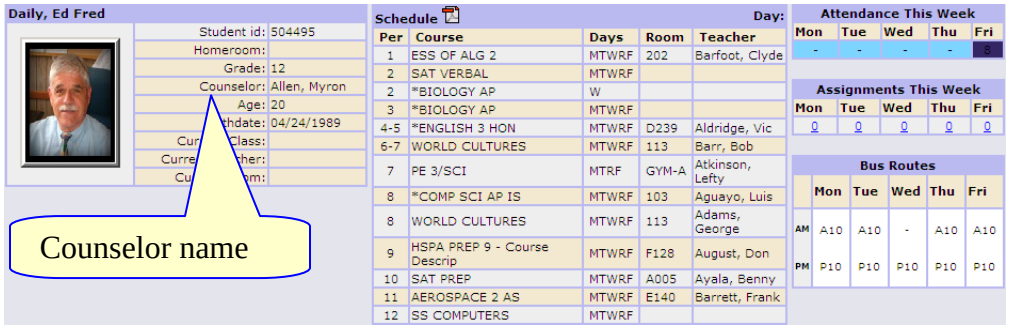


Figure 1 – Screen view without Bus Assignments displayed

More Information About Each Student

The 'Web Access Home' screen has a dashboard for each of your students. The other tabs give you more information about one student at a time.


Daily, Ed Fred
Student id: 504495
Homeroom:
Grade: 12
Counselor: Allen, Myron
Age: 20
Birthdate: 04/24/1989
Counselor name
Schedule
Day:
Per Course Days Room Teacher
1 ESS OF ALG 2 MTWRF 202 Barfoot, Clyde
2 SAT VERBAL MTWRF
2 *BIOLOGY AP W
3 *BIOLOGY AP MTWRF
4-5 *ENGLISH 3 HON MTWRF D239 Aldridge, Vic
6-7 WORLD CULTURES MTWRF 113 Barr, Bob
7 PE 3/SCI MTRF GYM-A Atkinson, Lefty
8 *COMP SCI AP IS MTWRF 103 Aguayo, Luis
8 WORLD CULTURES MTWRF 113 Adams, George
9 HSPA PREP 9 - Course Descrip MTWRF F128 August, Don
10 SAT PREP MTWRF A005 Ayala, Benny
11 AEROSPACE 2 AS MTWRF E140 Barrett, Frank
12 SS COMPUTERS MTWRF
Attendance This Week
Mon Tue Wed Thu Fri
Assignments This Week
Mon Tue Wed Thu Fri
Bus Routes
Mon Tue Wed Thu Fri
AM A10 A10 - A10 A10
PM P10 P10 P10 P10 P10

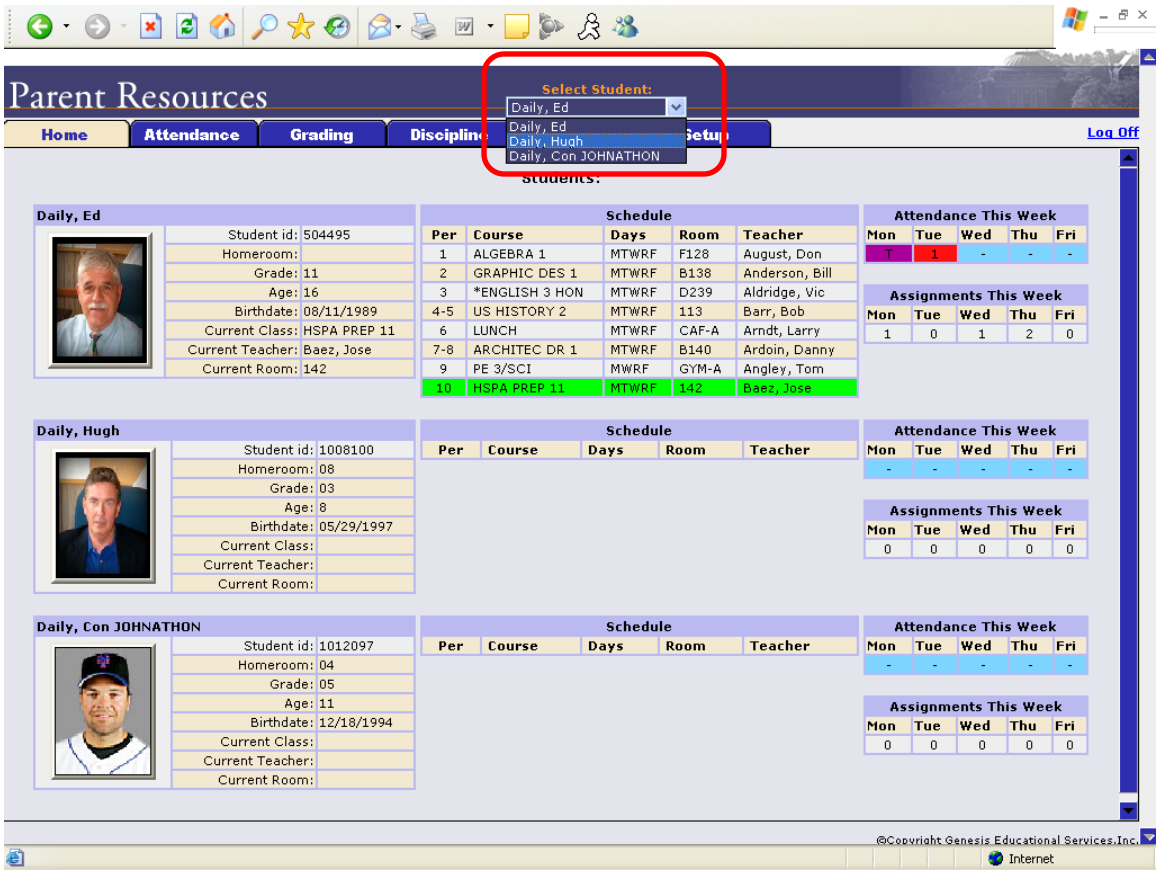
Bus route information may also appear in your child's dashboard.

If your child has a schedule (in high school or middle school), click the icon to get a printable copy of their schedule.

The Selected Student

Only one student can be 'selected' at one time. When you 'select' a student that student's information will appear when any of the additional tabs are clicked. For instance, if you click the 'Attendance' tab, you will see the selected student's daily Attendance calendar for the entire school year.

B. *Selecting a Student*



Changing the Selected Student

The name of the 'currently selected student' is displayed in the '**Select Student**' drop down at the top of the screen. To pick a different student, click the **Select Student** drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

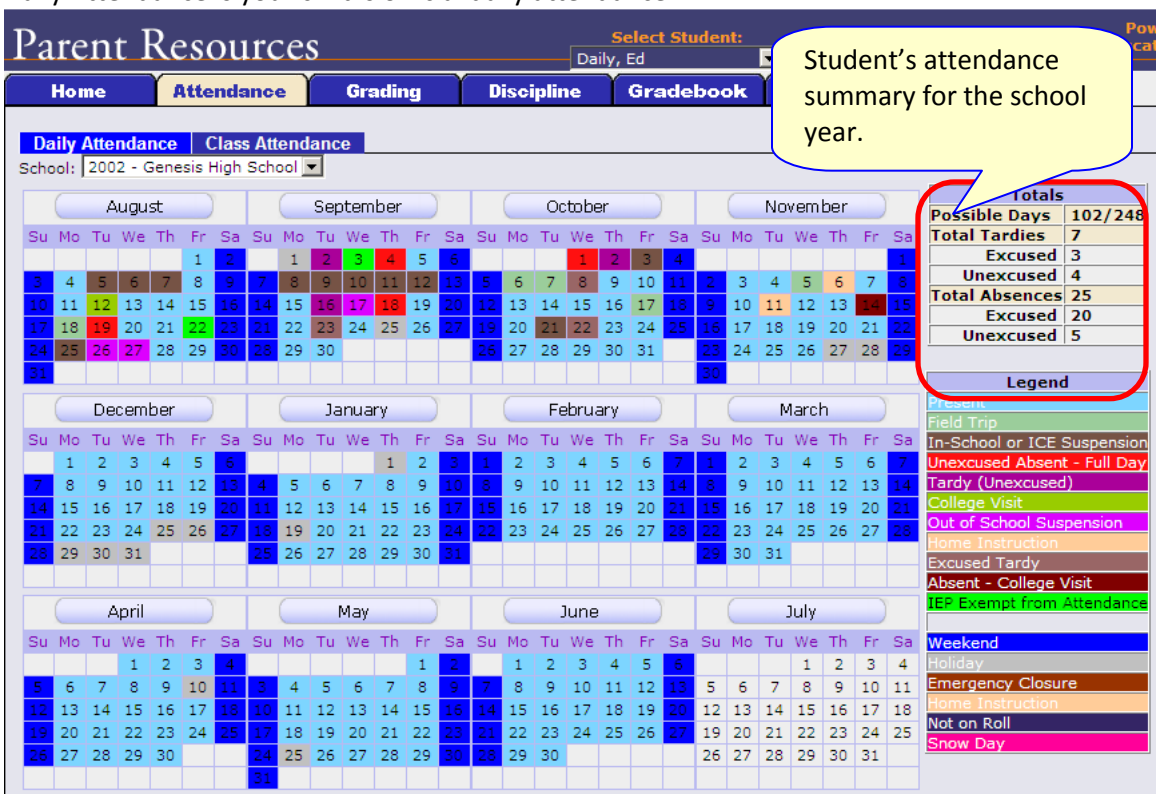
The "Select Student" Drop Down

This drop down contains the names of all the students that you have access to. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

III. Attendance

Daily Attendance

Daily Attendance is your child's official daily attendance.



This is your student's Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes for your school district.

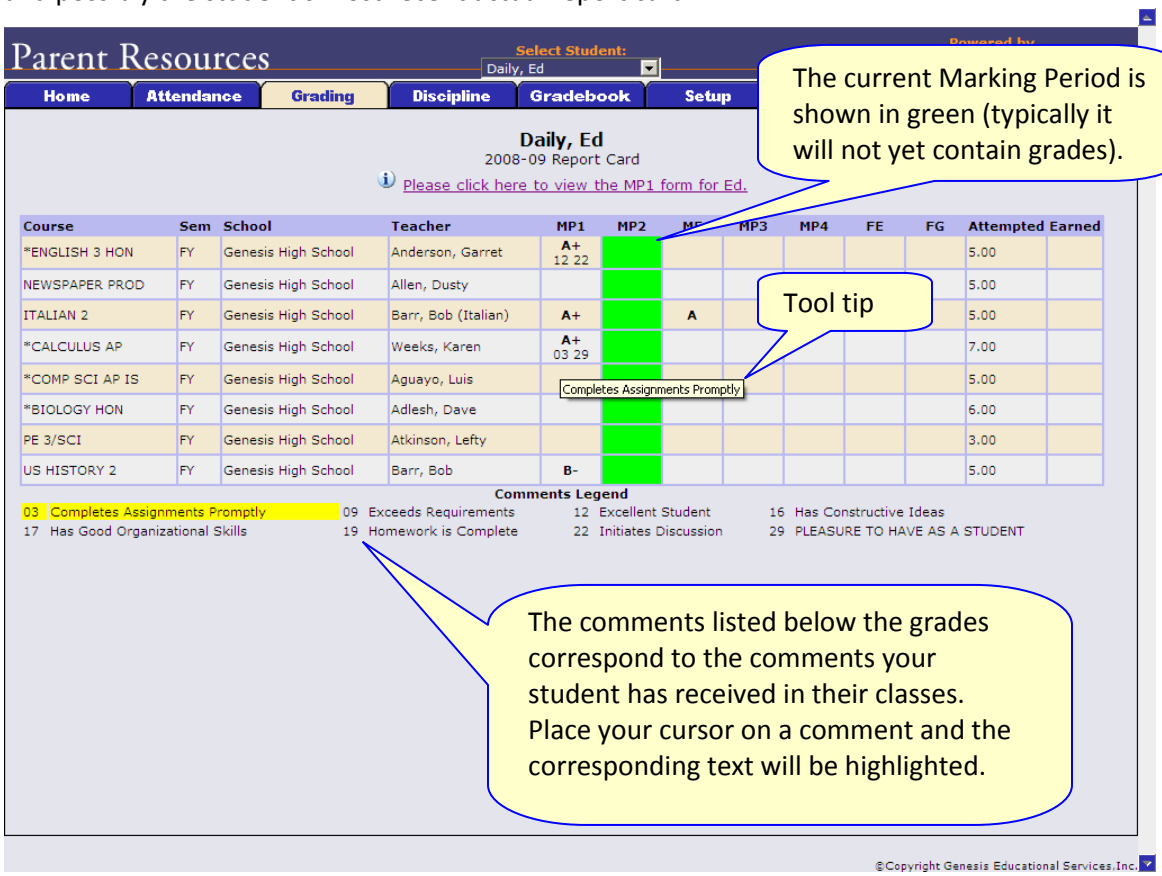
Attendance Color Codes

Your district selects its own set of Attendance codes and selects the color for each one. When you look at this screen you will see the Attendance codes for ***your*** school district. Common Attendance codes include:

- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip

IV. Grading

The Grading screen gives you access to your student's Marking Period grades and teacher comments and possibly the student's most recent actual report card.


Parent Resources
Select Student:
Daily, Ed
Home
Attendance
Grading
Discipline
Gradebook
Setup
Daily, Ed
2008-09 Report Card
Please click here to view the MP1 form for Ed.
The current Marking Period is shown in green (typically it will not yet contain grades).
Tool tip
Completes Assignments Promptly
Comments Legend
03 Completes Assignments Promptly
09 Exceeds Requirements
12 Excellent Student
16 Has Constructive Ideas
17 Has Good Organizational Skills
19 Homework is Complete
22 Initiates Discussion
29 PLEASURE TO HAVE AS A STUDENT
The comments listed below the grades correspond to the comments your student has received in their classes. Place your cursor on a comment and the corresponding text will be highlighted.
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Course	Sem	School	Teacher	MP1	MP2	MP3	MP4	FE	FG	Attempted	Earned
*ENGLISH 3 HON	FY	Genesis High School	Anderson, Garret	A+ 12 22						5.00	
NEWSPAPER PROD	FY	Genesis High School	Allen, Dusty							5.00	
ITALIAN 2	FY	Genesis High School	Barr, Bob (Italian)	A+		A				5.00	
*CALCULUS AP	FY	Genesis High School	Weeks, Karen	A+ 03 29						7.00	
*COMP SCI AP IS	FY	Genesis High School	Aguayo, Luis							5.00	
*BIOLOGY HON	FY	Genesis High School	Adlesh, Dave							6.00	
PE 3/SCI	FY	Genesis High School	Atkinson, Lefty							3.00	
US HISTORY 2	FY	Genesis High School	Barr, Bob	B-						5.00	

The Grading Screen

This screen summarizes your student's Report Card grades for the current year.

The current Marking Period is highlighted in green.

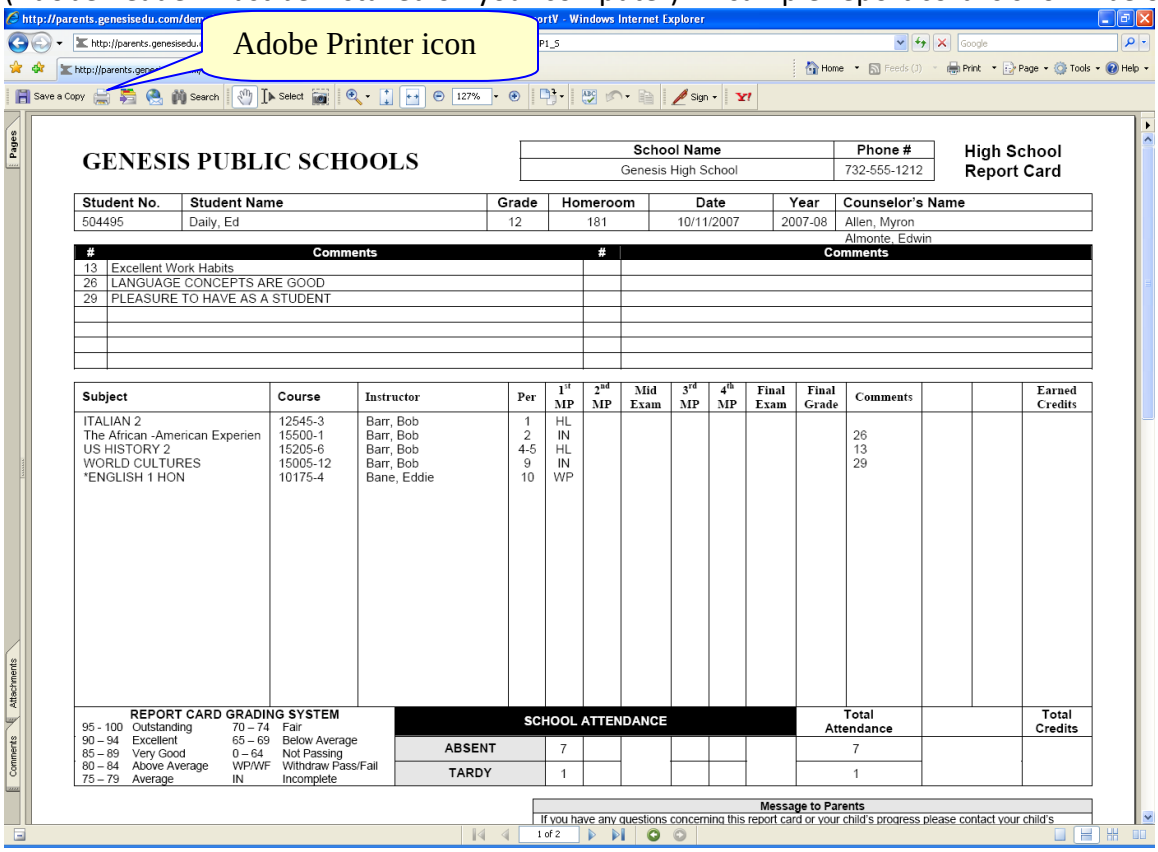
Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. 03 Completes Assignments Promptly). In addition, the text of the comment will appear in a tooltip (e.g. Completes Assignments Promptly).

In addition, as outlined below, you can access and view your student's most recent report card.

Viewing your Child's Most Recent Report Card

If you are able to view your child's actual report card, a "**Please click here to view**" message will appear between your child's name and their list of grades:

If this message appears, click it to view the actual report card displayed in Adobe Reader (Adobe Reader must be installed on your computer). A sample report cord is shown below.


Adobe Printer icon
GENESIS PUBLIC SCHOOLS
School Name
Genesis High School
Phone #
732-555-1212
High School Report Card
Student No. 504495
Student Name Daily, Ed
Grade 12
Homeroom 181
Date 10/11/2007
Year 2007-08
Counselor's Name Allen, Myron
Almonte, Edwin
Comments
13 Excellent Work Habits
26 LANGUAGE CONCEPTS ARE GOOD
29 PLEASURE TO HAVE AS A STUDENT
Subject Course Instructor Per 1st MP 2nd MP Mid Exam 3rd MP 4th MP Final Exam Final Grade Comments Earned Credits
ITALIAN 2 12545-3 Barr, Bob 1 HL
The African -American Experien 15500-1 Barr, Bob 2 IN 26
US HISTORY 2 15205-6 Barr, Bob 4-5 HL 13
WORLD CULTURES 15005-12 Barr, Bob 9 IN 29
*ENGLISH 1 HON 10175-4 Bane, Eddie 10 WP
REPORT CARD GRADING SYSTEM
95 - 100 Outstanding
90 – 94 Excellent
85 – 89 Very Good
80 – 84 Above Average
75 – 79 Average
70 – 74 Fair
65 – 69 Below Average
0 – 64 Not Passing
WP/WF Withdraw Pass/Fail
IN Incomplete
SCHOOL ATTENDANCE
ABSENT 7 7
TARDY 1 1
Total Attendance
Total Credits
Message to Parents
If you have any questions concerning this report card or your child's progress please contact your child's

Procedure to Print a Copy of the Report Card

1. Click on the '**Setup**' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Adobe printer icon at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card.

Procedure to Save a Copy of the Report Card

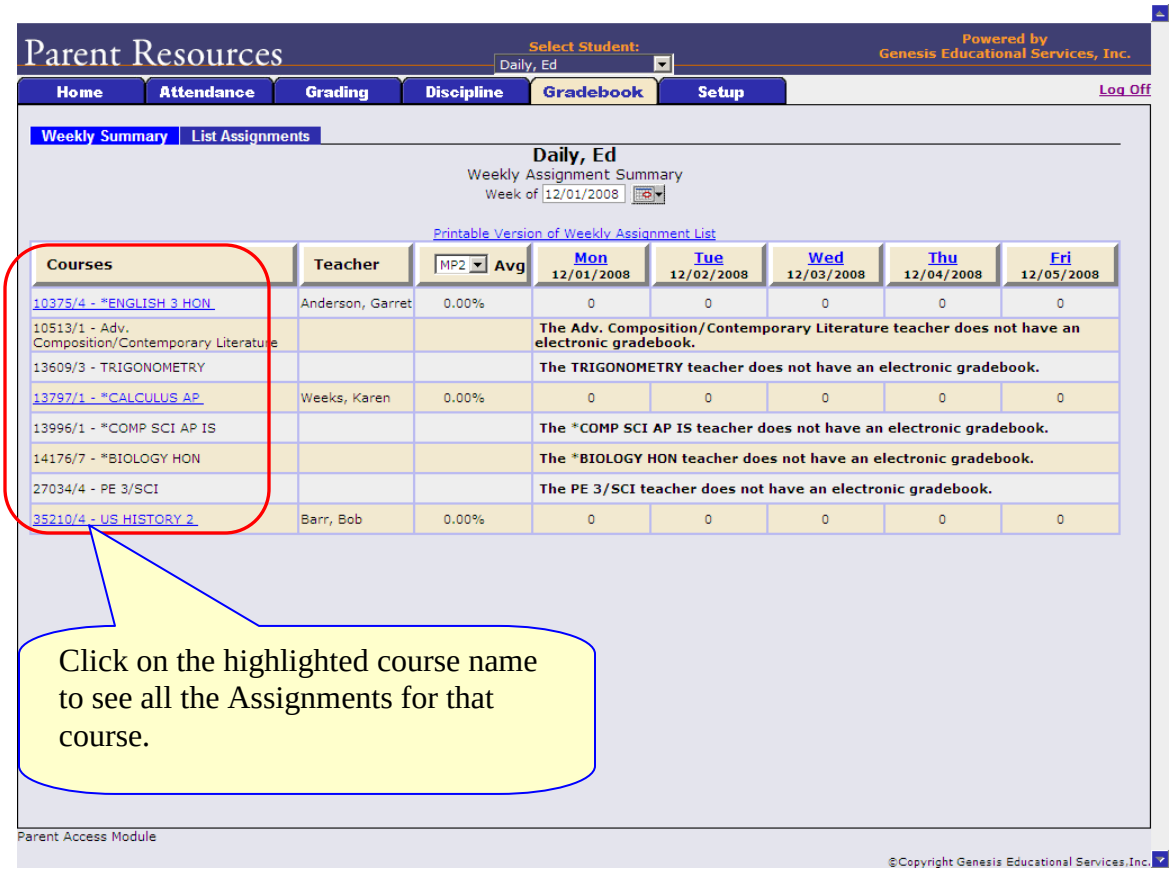
1. Click on the '**Setup**' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

Procedure to Return to the Genesis Parents Module

1. When you are done viewing the report card, click the browser "Back" button.

Gradebook

A. *Weekly Summary of Assignments Screen and Marking Period Averages*



A list of Courses with Assignments by Day of the Current Week
This screen lists all courses your child is currently taking.

Marking Period Averages for the Courses
The "Avg" column shows you your student's current Marking Period average – for the current or a previous Marking Period. A 'projected' alpha grade may also appear if your school uses alpha grades.

Viewing all Assignments for One Course
To see all of the Assignments for one course, click on the highlighted course name. That will take you to the "One Course/All Assignments" screen.

Viewing all Assignments for a Selected Day
To see all of the Assignments for one ***day*** (for example, Tuesday), click on the highlighted day name. That will take you to the "One Day/All Assignments" screen.

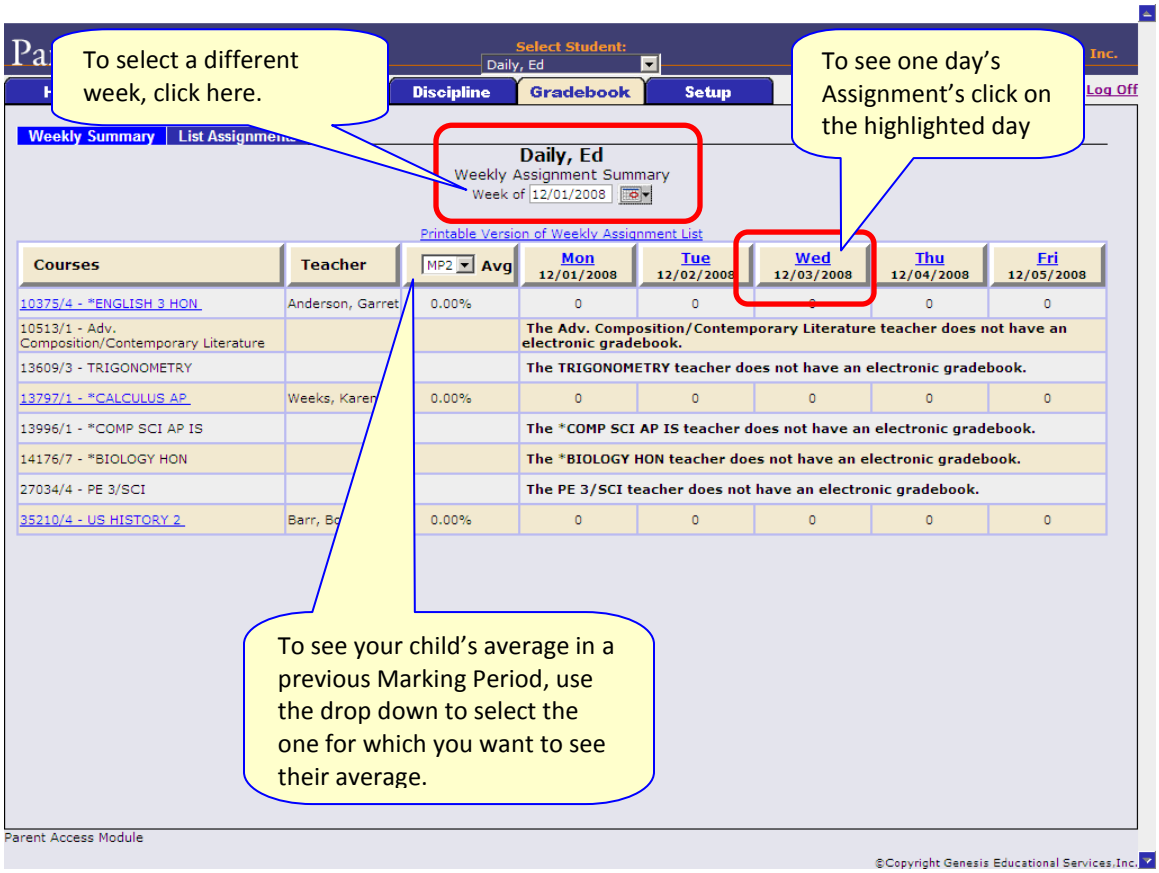

To select a different week, click here.
To see one day's Assignment's click on the highlighted day
To see your child's average in a previous Marking Period, use the drop down to select the one for which you want to see their average.
Select Student:
Daily, Ed
Discipline
Gradebook
Setup
Log Off
Weekly Summary
Daily, Ed
Weekly Assignment Summary
Week of 12/01/2008
Printable Version of Weekly Assignment List
Courses
Teacher
MP2 Avg
Mon 12/01/2008
Tue 12/02/2008
Wed 12/03/2008
Thu 12/04/2008
Fri 12/05/2008
10375/4 - *ENGLISH 3 HON
Anderson, Garret
0.00%
10513/1 - Adv. Composition/Contemporary Literature
The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.
13609/3 - TRIGONOMETRY
The TRIGONOMETRY teacher does not have an electronic gradebook.
13797/1 - *CALCULUS AP
Weeks, Karen
13996/1 - *COMP SCI AP IS
The *COMP SCI AP IS teacher does not have an electronic gradebook.
14176/7 - *BIOLOGY HON
The *BIOLOGY HON teacher does not have an electronic gradebook.
27034/4 - PE 3/SCI
The PE 3/SCI teacher does not have an electronic gradebook.
35210/4 - US HISTORY 2
Barr, Be
Parent Access Module
©Copyright Genesis Educational Services,Inc.

Figure 2 – Gradebook→Weekly Summary Screen

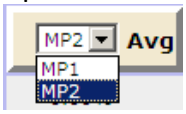
Gradebook Weekly Summary

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the "Week of" field
- See all the Assignments for one course by clicking on the highlighted name of a course in the list
- See all the Assignments for one day by clicking on the highlighted day name
- See your student's marking period averages for either the current Marking Period or a previous Marking Period.

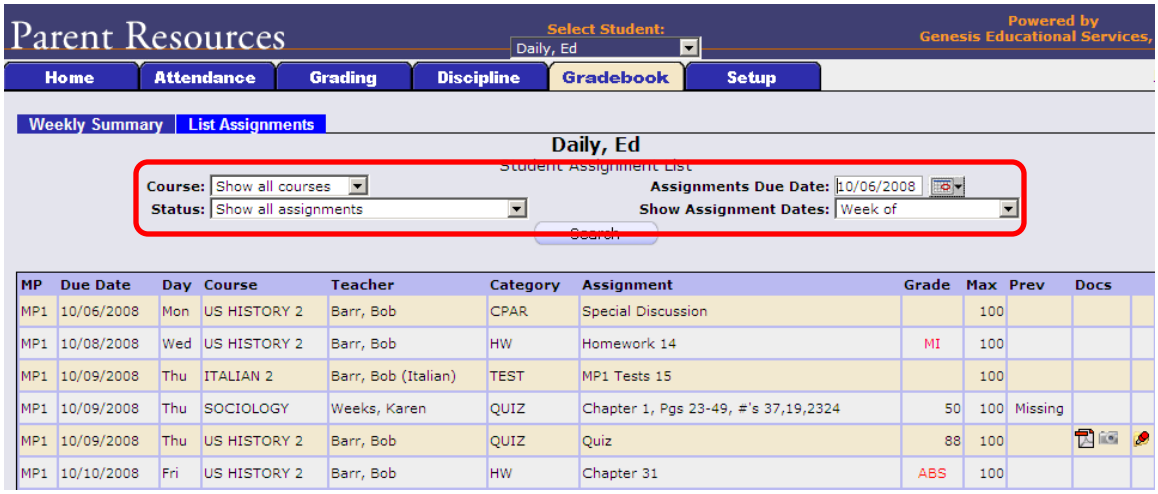
Choosing the Marking Period Average to Display

The "Avg" column always starts by displaying your student's up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the "Avg" column header:



Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.

B. *List of Assignments Screen*



MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP1	10/06/2008	Mon	US HISTORY 2	Barr, Bob	CPAR	Special Discussion		100		
MP1	10/08/2008	Wed	US HISTORY 2	Barr, Bob	HW	Homework 14	MI	100		
MP1	10/09/2008	Thu	ITALIAN 2	Barr, Bob (Italian)	TEST	MP1 Tests 15		100		
MP1	10/09/2008	Thu	SOCIOLOGY	Weeks, Karen	QUIZ	Chapter 1, Pgs 23-49, #'s 37,19,2324	50	100	Missing	
MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		
MP1	10/10/2008	Fri	US HISTORY 2	Barr, Bob	HW	Chapter 31	ABS	100		

List of Assignments

This screen will allow you to look at your child's Assignments in multiple ways.

The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
  - Graded Assignments – Assignments that have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments the student has partially but not completely finished.
  - Missed Assignments – All assignments the student failed to turn in or do.
  - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked "Absent" if the student is absent on the day it is due. This option shows all assignments currently marked "Absent".
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected ***or*** as the ***week*** which contains the date you selected ***or*** as the ***month***.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
  - "One day" – the Assignments for the date selected in **Assignment Due Date**.
  - "Week of" - the Assignments for the week which contains the date selected in **Assignment Due Date**.
  - "Month" - the Assignments for the ***month*** which contains the date selected in **Assignment Due Date**.
  - "MP1" – All assignments for Marking Period 1.
  - "MP2" – All assignments for Marking Period 2.
  - "MP3" – All assignments for Marking Period 3.
  - "MP4" – All assignments for Marking Period 4.
  - "All Assignments" – All assignments for the entire duration of the course.

C. *One Day's Assignments*

One Day's Assignment

When you click on a 'day' name you are brought to the "List Assignments" screen with only the one day selected:

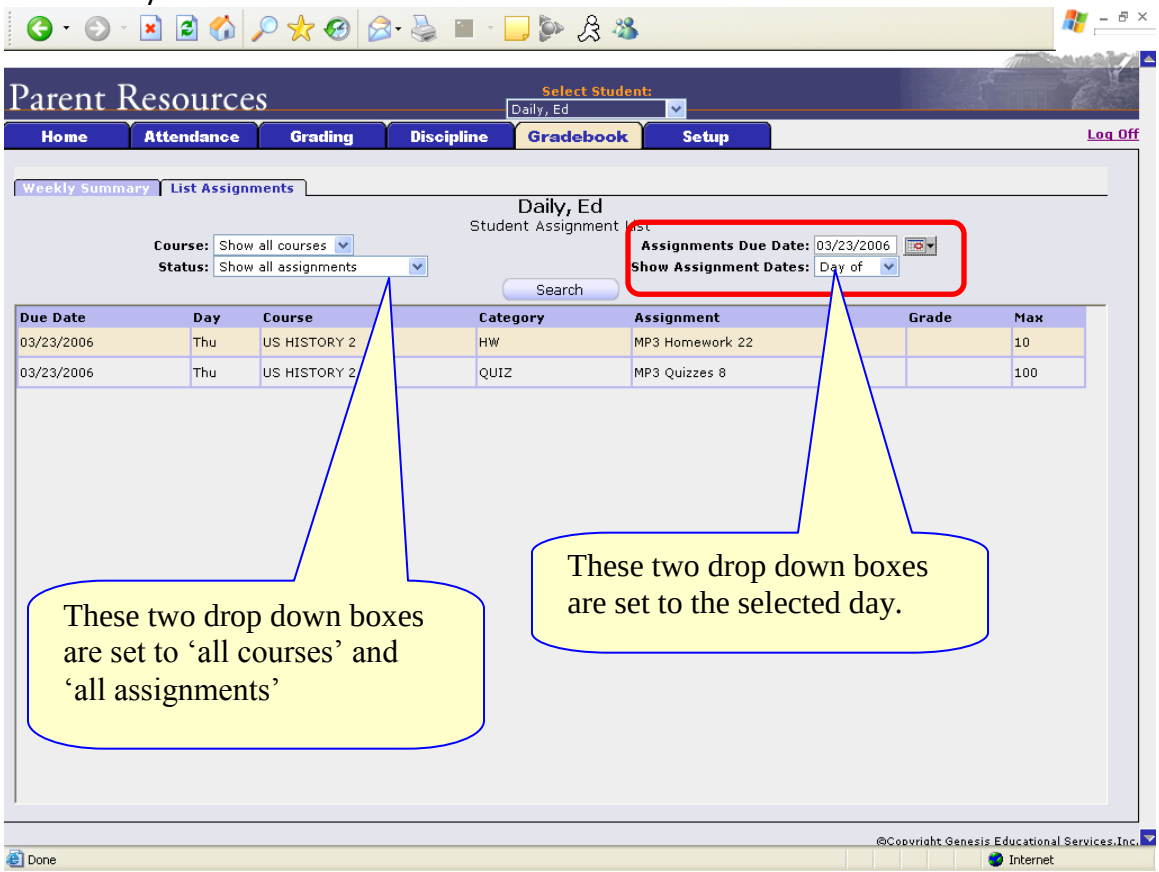

Parent Resources
Select Student:
Daily, Ed
Home
Attendance
Grading
Discipline
Gradebook
Setup
Log Off
Weekly Summary
List Assignments
Daily, Ed
Student Assignment List
Course: Show all courses
Status: Show all assignments
Assignments Due Date: 03/23/2006
Show Assignment Dates: Day of
Search
Due Date | Day | Course | Category | Assignment | Grade | Max
03/23/2006 | Thu | US HISTORY 2 | HW | MP3 Homework 22 | | 10
03/23/2006 | Thu | US HISTORY 2 | QUIZ | MP3 Quizzes 8 | | 100
These two drop down boxes are set to 'all courses' and 'all assignments'
These two drop down boxes are set to the selected day.
©Copyright Genesis Educational Services,Inc.
Done
Internet

Figure 3 – The "List Assignments" screen in "One Day/All Assignments" mode

One Day/All Assignments

If you click on a day name, you come to the "One Day/All Assignments" screen. This is the "List Assignments" screen set for one day, all courses, all assignments.

D. *One Week's Assignments*

Viewing a Week's Assignments

If you select "Week of" and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date "11/21/2008" which happens to be a Friday, you will be shown all assignments for the week Monday, 11/17/2008 through Friday, 11/21/2008.

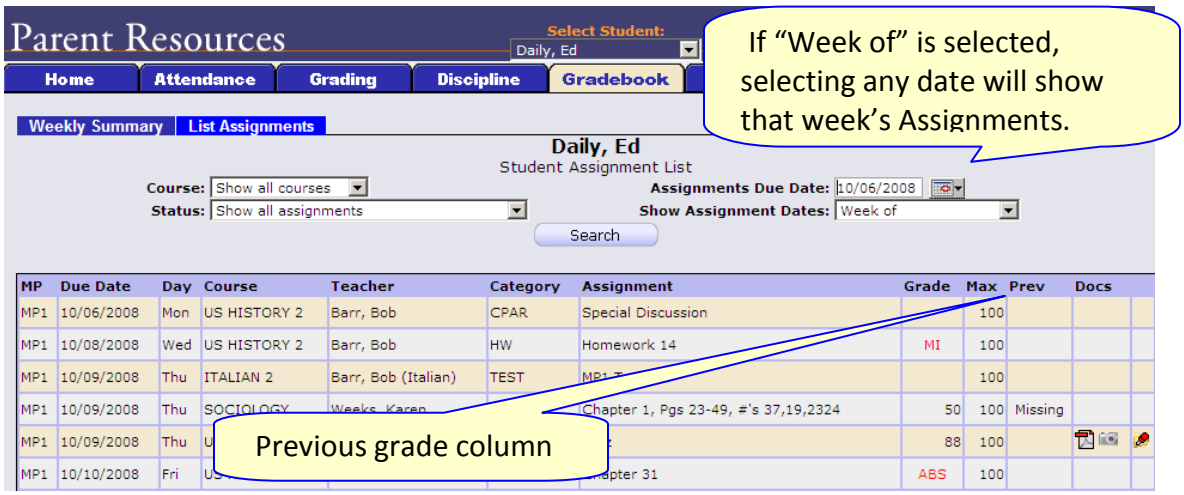

Parent Resources
Select Student:
Daily, Ed
Home
Attendance
Grading
Discipline
Gradebook
Weekly Summary
List Assignments
Daily, Ed
Student Assignment List
Course: Show all courses
Status: Show all assignments
Assignments Due Date: 10/06/2008
Show Assignment Dates: Week of
Search
If "Week of" is selected, selecting any date will show that week's Assignments.
Previous grade column
MP Due Date Day Course Teacher Category Assignment Grade Max Prev Docs
MP1 10/06/2008 Mon US HISTORY 2 Barr, Bob CPAR Special Discussion 100
MP1 10/08/2008 Wed US HISTORY 2 Barr, Bob HW Homework 14 MI 100
MP1 10/09/2008 Thu ITALIAN 2 Barr, Bob (Italian) TEST 100
MP1 10/09/2008 Thu Chapter 1, Pgs 23-49, #'s 37,19,2324 50 100 Missing
MP1 10/09/2008 Thu 88 100
MP1 10/10/2008 Fri ABS 100

Figure 4 – A view of the List Assignments screen for 1 week, with the "previous grade" column

E. *Special Grades and the Previous Grade Column ("Prev")*

Teachers have 4 "special" grades that they can give students for any assignment:

- **Absent** – Your child was absent on the date the assignment was due. This means your child has a chance to make up the work: The assignment is not counted until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete.** When a grade of **Absent** is changed to another grade, "Absent" appears in the **Prev** column.
- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a **Missing** is changed to another grade, Missing appears in the **Prev** column. Missing is the most common special grade. A teacher's comment may accompany a missing.
- **Incomplete** – Your child partially completed an assignment but did not finish it. When **Incomplete** appears in the **Prev** column, your child has completed the assignment late.
- **Exempt** – Your child is not responsible for doing this assignment. It does not count for them. It is unusual for an Exempt to appear in the **Prev** column.

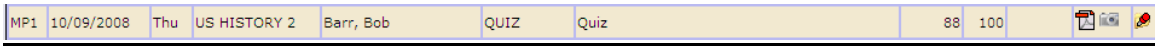
Initially, these special grades appear in the regular **Grade** column (e.g. ABS). When a teacher gives one of these special grades (e.g. MI - Missing) and then later changes it to another grade, the original, special grade (i.e. Missing) is displayed in the **Prev** column on the List Assignments screen. Regular grades ***never*** appear in the **Prev** column – it is only for these special grades.

The teacher cannot clear the "previous grade". It is always displayed to you. You might use this information to help understand why your child may have received their regular grade ("the work was late"). For example, excellent work turned in late often receives a reduced grade.

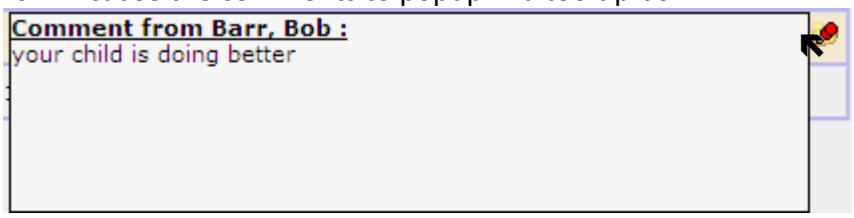
F. *Viewing Teacher Comments*

Viewing Teacher's Comments

Teachers can enter comments on your child's performance that can be viewed through the List Assignments screen. ***If a teacher has entered a comment on an assignment, please take time to view it.***



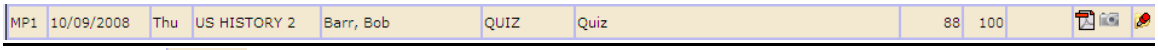
If a pushpin icon appears on the far right side of an Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, place your cursor over the icon. This will cause the comments to popup in a tooltip box:



G. *Downloading Attached Documents*

Downloading documents from Teachers

Teachers can upload documents to assignments so that you can download these at home. The "documents" include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.



If icons (e.g.) appear in the "Docs" column on the right side of an Assignment line, it means that the teacher has uploaded documents to the assignment and you may download these. There will be one icon for each document the teacher has attached (means there are two documents attached, one attached to each icon). The shape of the icon indicates the kind of file that is attached (e.g. indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.[1]

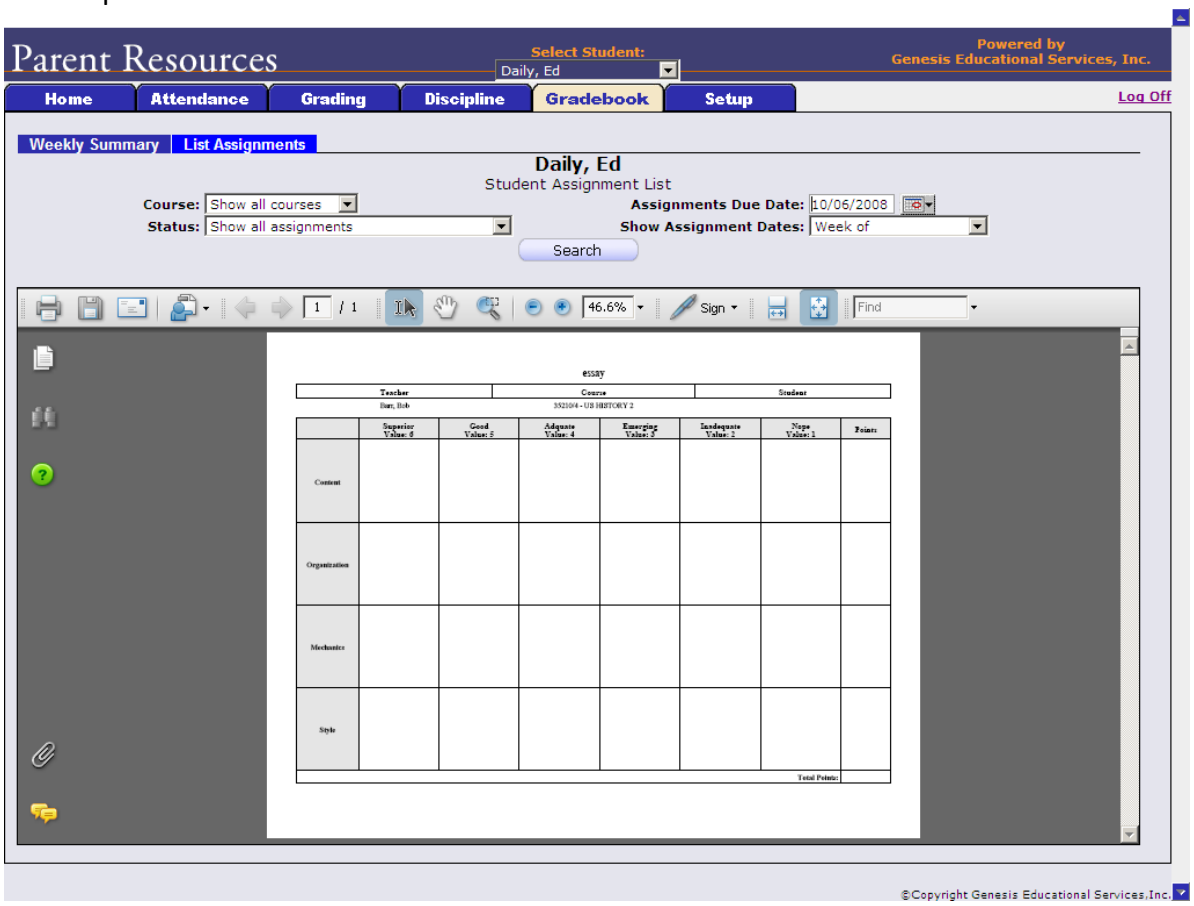
To see the description of an attached document, place your cursor on the icon:

(cursor on PDF icon)

(cursor on camera icon)

[1] While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

To download the document, double click on its icon. The attachment will be displayed in the central part of the screen:



Click “Search” to return to the list of Assignments.

V. Contact Management

The Contacts screen allows you to view and update the contact information for your students.

A PDF icon should appear next to the name of each of your children to allow you to print out their current contact information.

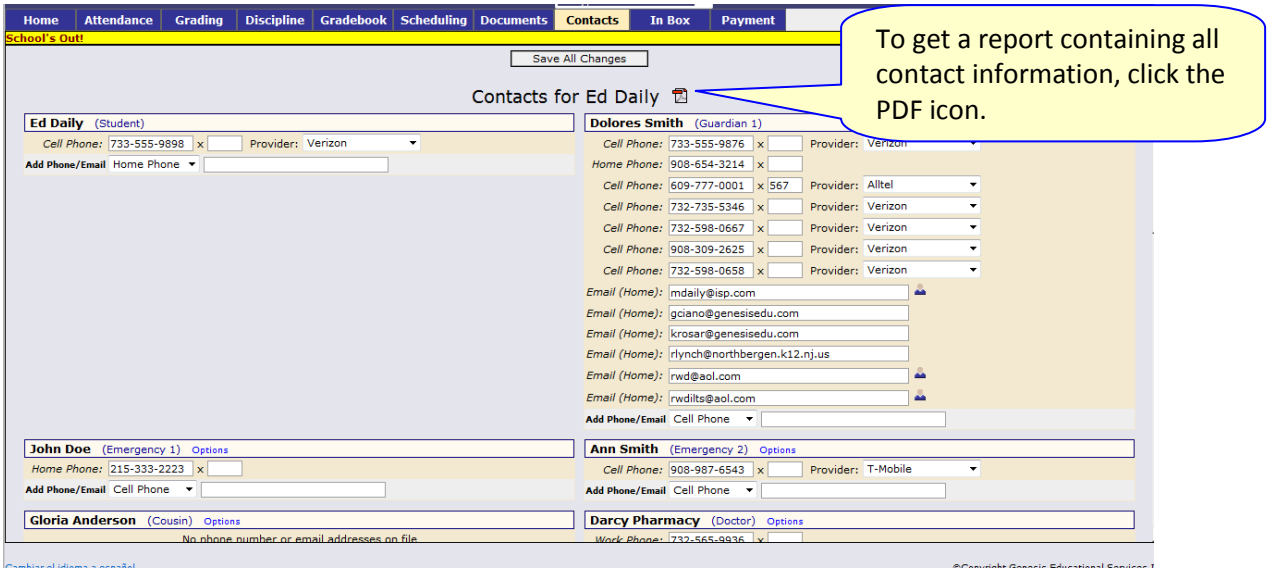


Figure 5 – View of part of the Contacts Screen listing all Contact Information for your students. The PDF icon at the top can be used to get a PDF report of all of the information displayed on this screen.

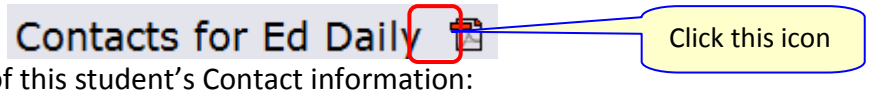
What is listed on the Contact Management Screen?

The Contacts screen lists all telephone and email contact information for the student's Guardians who are allowed to view the children's information.

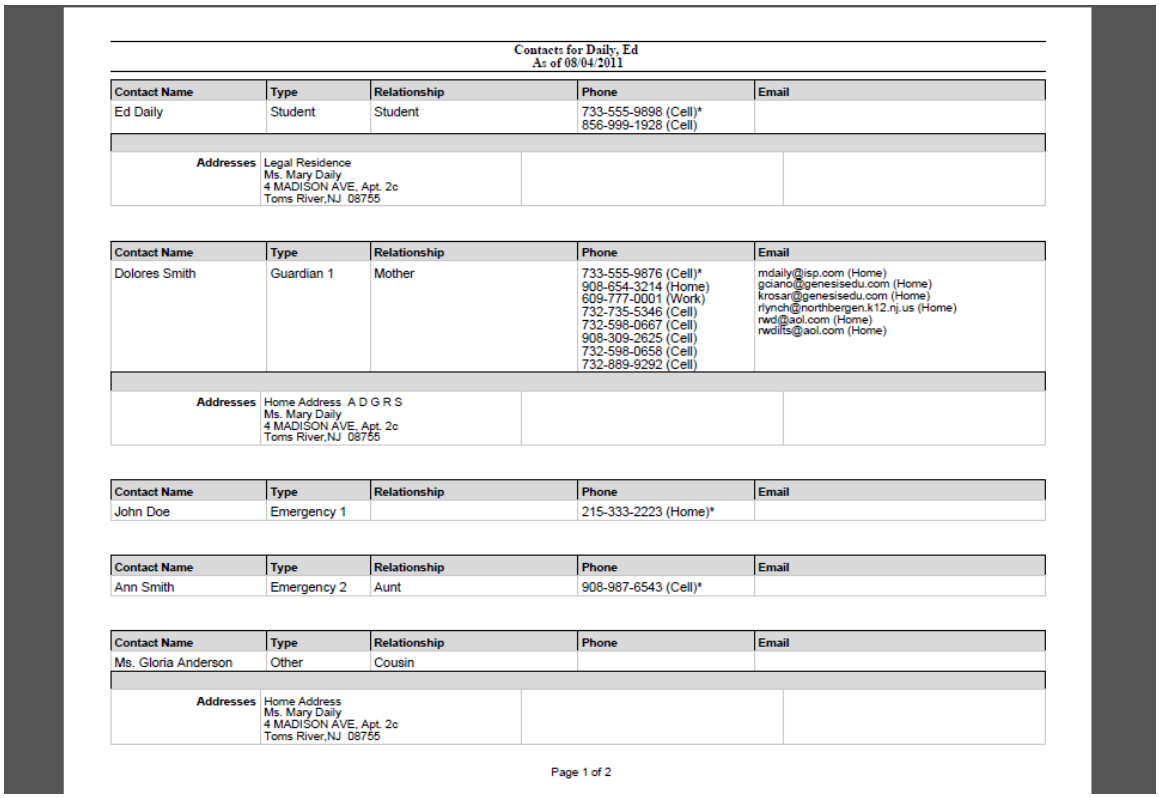
The Contacts screen has an area for each of your children and within a child's area, there is a separate section for each Contact.

Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the PDF icon next to the student's name and click it.



This will bring up a report of this student's Contact information:



Contacts for Daily, Ed
As of 08/04/2011

Contact Name	Type	Relationship	Phone	Email
Ed Daily	Student	Student	733-555-9898 (Cell)* 856-999-1928 (Cell)	
Addresses	Legal Residence Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River,NJ 08755			

Contact Name	Type	Relationship	Phone	Email
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 908-654-3214 (Home) 609-777-0001 (Work) 732-735-5346 (Cell) 732-598-0667 (Cell) 908-309-2625 (Cell) 732-598-0658 (Cell) 732-889-9292 (Cell)	mdaily@isp.com (Home) gciano@genesisedu.com (Home) krosar@genesisedu.com (Home) rlynch@northbergen.k12.nj.us (Home) rwd@aol.com (Home) rwdilts@aol.com (Home)
Addresses	Home Address A D G R S Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River,NJ 08755			

Contact Name	Type	Relationship	Phone	Email
John Doe	Emergency 1		215-333-2223 (Home)*	

Contact Name	Type	Relationship	Phone	Email
Ann Smith	Emergency 2	Aunt	908-987-6543 (Cell)*	

Contact Name	Type	Relationship	Phone	Email
Ms. Gloria Anderson	Other	Cousin		
Addresses	Home Address Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River,NJ 08755			

Page 1 of 2

Figure 6 – The Contacts Report for one student – These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student's Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student's Contact information.

This report can be printed out, corrected and brought to your child's school or district offices.

Printing Contact Reports

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

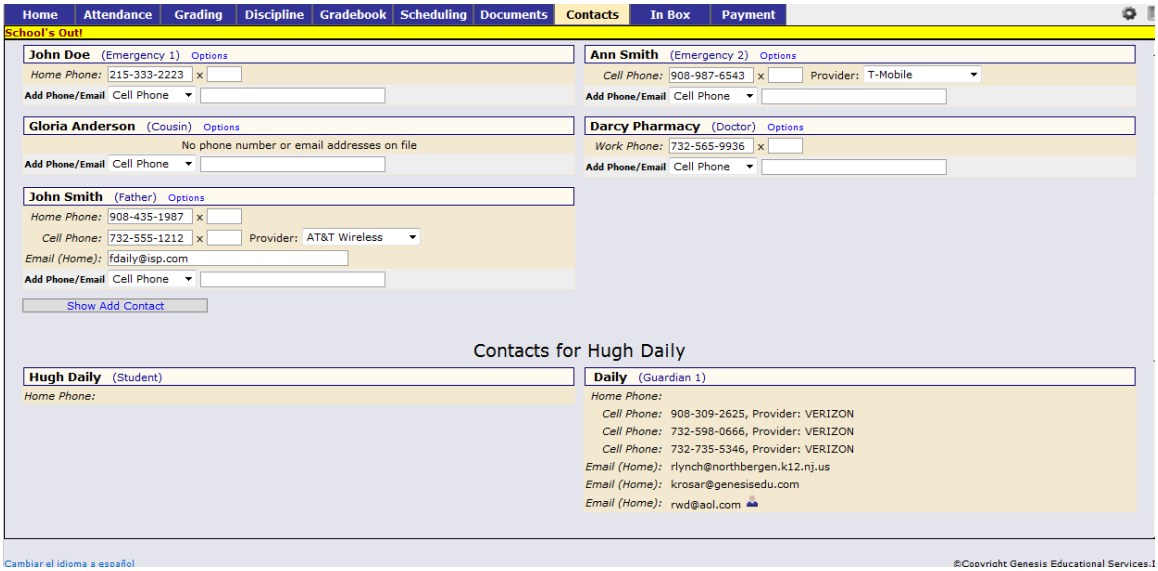


Figure 7 – Scroll down to view additional students and contact information

Updating Information for a Contact

Each section contains information for a single Contact:

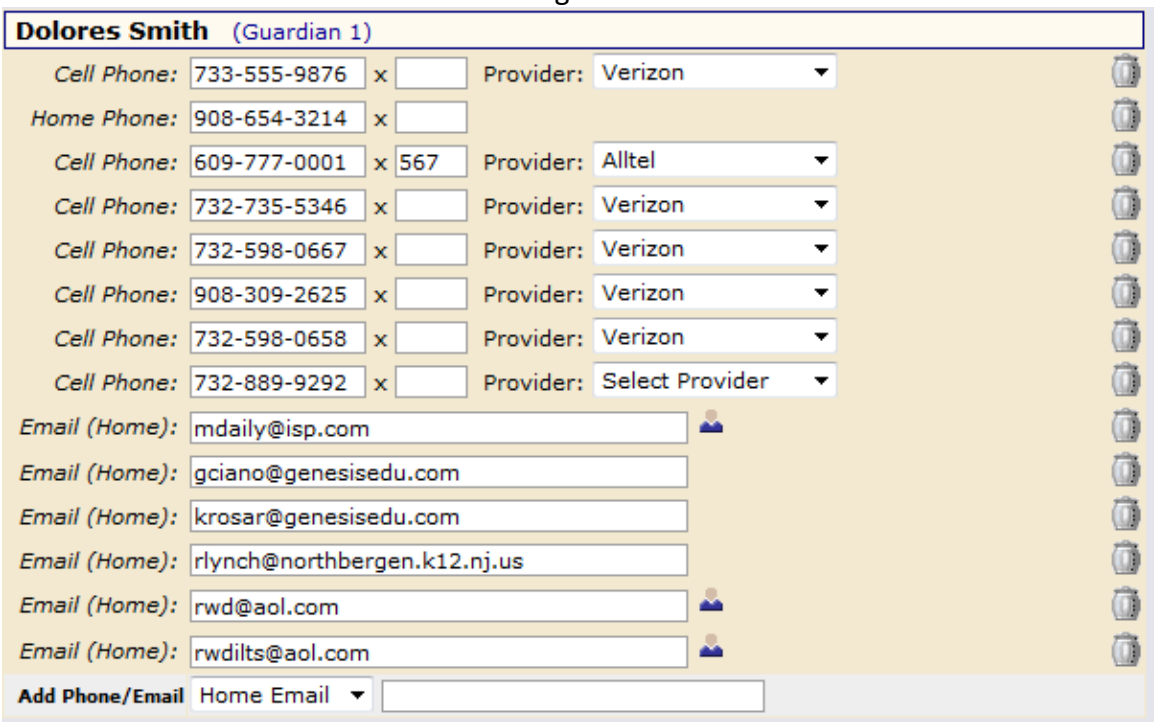

Dolores Smith (Guardian 1)
Cell Phone: 733-555-9876 x Provider: Verizon
Home Phone: 908-654-3214 x
Cell Phone: 609-777-0001 x 567 Provider: Alltel
Cell Phone: 732-735-5346 x Provider: Verizon
Cell Phone: 732-598-0667 x Provider: Verizon
Cell Phone: 908-309-2625 x Provider: Verizon
Cell Phone: 732-598-0658 x Provider: Verizon
Cell Phone: 732-889-9292 x Provider: Select Provider
Email (Home): mdaily@isp.com
Email (Home): gciano@genesisedu.com
Email (Home): krosar@genesisedu.com
Email (Home): rlynch@northbergen.k12.nj.us
Email (Home): rwd@aol.com
Email (Home): rwdilts@aol.com
Add Phone/Email Home Email

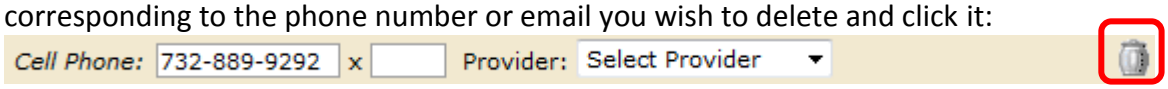
Figure 8 – Information for one Contact

Updating a Contact's Email and Phone Numbers

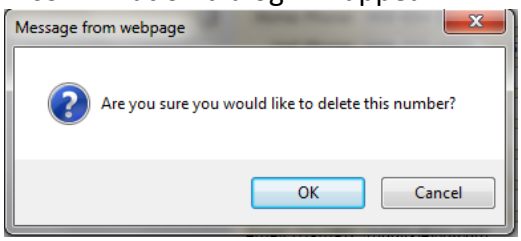
You can do three things to the email addresses and phone numbers:

- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

Deleting a phone number or email address: Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:



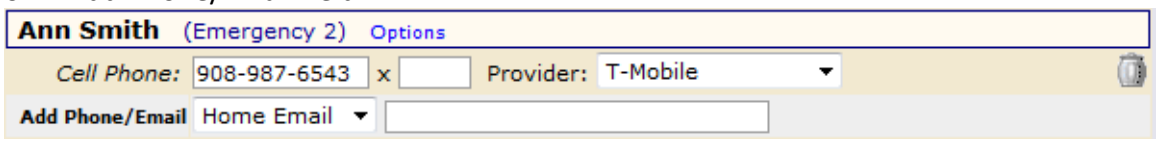
A confirmation dialog will appear:



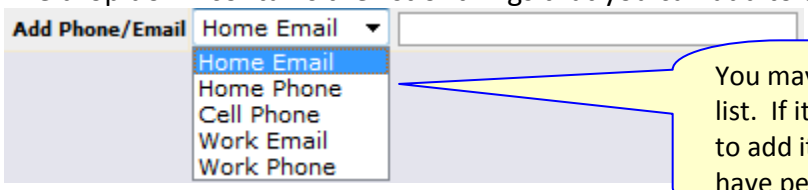
Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

Adding a phone number or email address: To add a new phone number or email address locate the "Add Phone/Email" tool at the bottom of the Contact's information:

Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:



The drop down contains the list of things that you can add to the Contact:



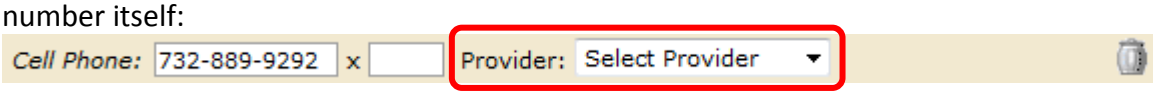
You may only add the types of things in this list. If it is missing, you do not have permission to add it (e.g. if "Email" is missing you do not have permission to add Emails.

Select the type of information you want to add.
Then move to the blank text field and enter the phone number or Email address.
Go to the top or bottom of the screen and click the Save All Changes button.

Adding a Cell Provider information to an existing phone number: For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. "Text messages" include the notifications that can be sent, for example, when a student's

gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

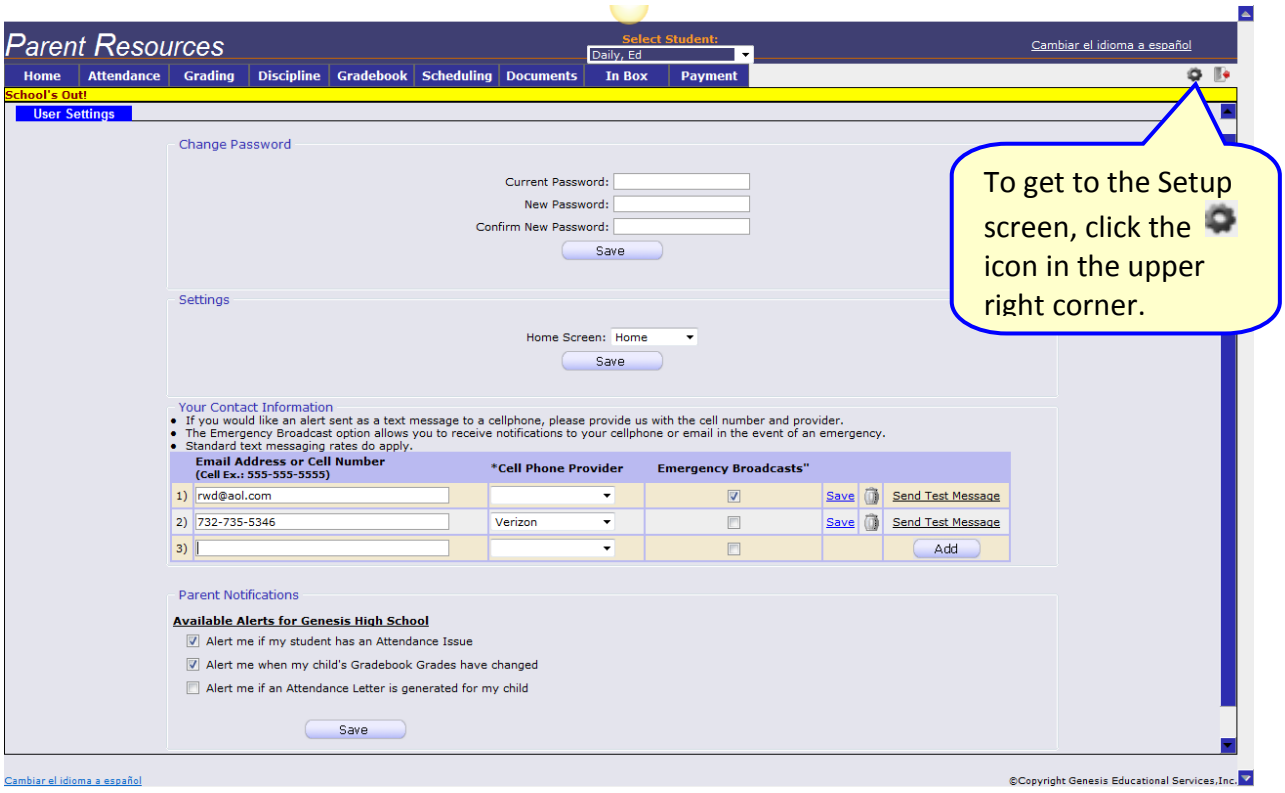
To set or change a cell number, locate the "Provider" drop down to the right of the phone number itself:



Select your provider, then scroll up or down (to the top or bottom of the page) and click the Save All Changes button.

VI. Setup

A. Introduction to the Setup Screen



The Setup screen is where you set up your Web Access Module. You may only see the top part of this screen. Do not be concerned. Only certain features maybe be available. To get to the Setup screen, click the icon in the upper right hand corner of your screen.

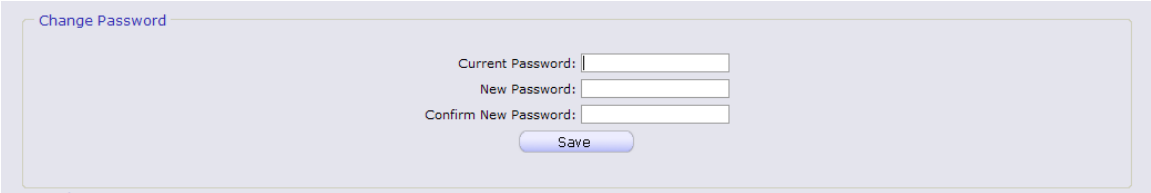
There are four functions located on this screen:

1. Changing your password
2. Selecting your “startup” screen
3. Managing your Email and Text Message Contact list (this may not appear)
4. Selecting Alerts (this may not appear)

Each function has a separate “Save” button – when you make a change you must be sure to use the correct buttons.

The following sections explain each of these functions.

B. Changing Passwords



Procedure to Change Your Password

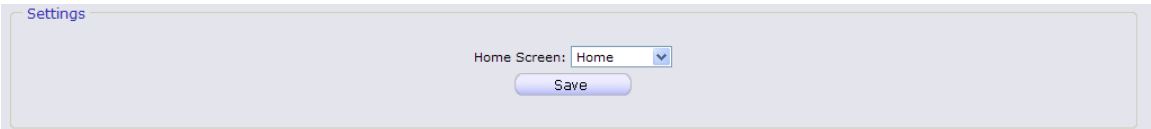
1. Click on the ‘**Setup**’ tab.
2. Enter your current password
3. Enter the new password you desire
4. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
5. Click ‘Save’

When you are required to change your password

If your password is changed by the system administrator, the next time you login, you will be required to change your password. The “Change Password” screen will automatically appear and you must do the following:

1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
4. Click ‘Save’

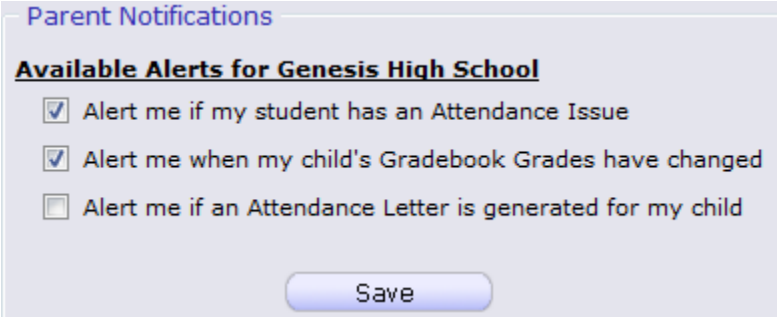
C. Setting Your Home Screen



Procedure to Change your Home Screen

1. Click on the '**Setup**' tab.
2. Find the "Settings" section in the middle of the screen
3. Select your "Home" screen
4. Click 'Save'

D. Setting Alerts


Parent Notifications
Available Alerts for Genesis High School
Alert me if my student has an Attendance Issue
Alert me when my child's Gradebook Grades have changed
Alert me if an Attendance Letter is generated for my child
Save

Alerts

Genesis has the ability to send an alert to your contact emails/text message addresses:

- if your child is absent or tardy or
- if a grade is updated in any of their teacher's Gradebooks
- If an Attendance letter has been generated for one of your children.

You must turn on this feature and enter the email and text message addresses as described above in **Section VIII D – Adding Contacts for Email and Emergency Broadcasts**.

Procedure to Turn On Alerts

1. Click on the '**Setup**' tab.
2. Find the "Parent Notifications" section at the bottom of the screen
3. Check the Alert checkboxes for the alerts you wish to receive.
4. Click '**Save**'.

Procedure to Turn Off Alerts

1. Click on the '**Setup**' tab.
2. Find the "Parent Notifications" section at the bottom of the screen
3. Uncheck the Alert checkbox for those alerts you wish to turn off.
4. Click '**Save**'.

Frequently Asked Questions (FAQ)

1. **Where do I get my login?**

   Your Genesis Web Access login will usually be your email address. You will give the email address you want to use as your login to your school or district. The school or district will tell you when your login has been entered into the Genesis system.

   If your email address is *not* going to be your login, your school or district will assign you a login.

2. **What if I forget my password?**

   To replace a lost password you must call your school or district. Information as to who to call should be provided to you in your Web Access Welcome Packet.

   You cannot be given your existing password: for safety reasons, Genesis never displays a user's password, *even to the system administrators*. If you lose or forget your password, you will be given a new, randomly generated password. You will then be required to change the new password the next time you login to Genesis Web Access.

3. **What is the URL for Web Access?**

   You will be given the URL for Web Access in your Web Access Welcome Packet. If you do not have the Welcome Packet, you must contact your school or district to find out the correct URL.

4. **How do I log out of Web Access?**

   There is a small "Log Off" button at the upper right of every Web Access screen. Click the "Log Off" button.

5. **How can I update my student's Attendance information?**

   You cannot update any information. If you believe any information is wrong, you must contact your child's guidance counselor.

6. **Is it ok for me to just close the browser rather than log off? Do I really need to log off?**

   Closing your browser is not the same as logging off. You *must* log off of Web Access to eliminate the possibility of someone else accidentally getting access to your student's information.

   For example, if you are accessing Web Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Web Access session and view your child's information. Logging off properly terminates the Web Access session.

Always log off of Web Access – Never just close your browser

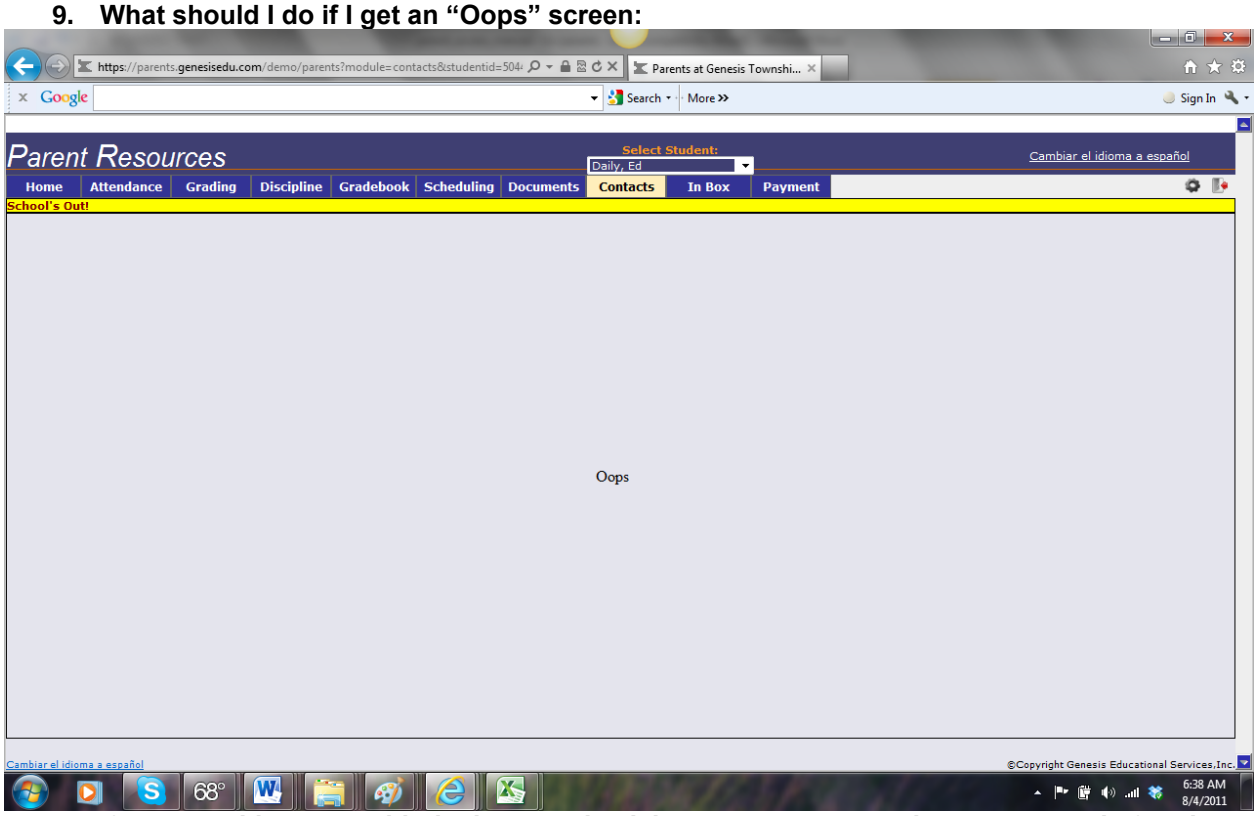
7. **What if I do not have access to all my students?**

   If you need access to a student that is not yet linked to your Web Access login please contact genesis@readington.k12.nj.us

8. **What if I don't have access to my child's Report Card?**

   Usually a school only displays the most recent report card that was sent home. If the actual report card is not available online, it may be that none has yet been sent home or that the previous Marking Period's report card has been "turned off" so that the new Marking Period's report card can be prepared.

9. **What should I do if I get an "Oops" screen:**



   If you see this screen, hit the browser back button to return to where you were before it appeared. Also please contact your district's help line to report the screen. Write down and give the following information to your district's help staff:

   - **What screen you were on just before the Oops appeared**
   - **What you were trying to do**
   - **Exactly what you had typed in and what button you clicked just before Oops appeared.**

If you experience any issues with the Parent Portal please email genesis@readington.k12.nj.us